

Harpur College of Arts and Sciences Incomplete Grade Policy

A notation of *Incomplete*, rather than a grade, may be submitted when the student has not been able to complete a course for what, in the instructor's judgment, is a compelling reason. Typically, the circumstances should be beyond the student's control, such as a major medical issue or family emergency. The submission of an Incomplete means that a student has made a substantial commitment to the course, that is, has completed more than half the work required in the course, but some remainder of the work—less than half—must still be accomplished before an evaluation can be made.

Students may not retake a course in order to complete an Incomplete. See the "Repeating Courses" section of the University Bulletin. Furthermore, students who have failed a course may not request an Incomplete with the understanding that they will unofficially "sit in" on a course the next term and replace their existing course grades.

Students and faculty should consider the following issues before requesting/granting an Incomplete:

- It is the student's responsibility to request the Incomplete in a timely fashion so that the instructor can evaluate the circumstances before grades are due to the Registrar.
- The student must determine with the instructor, consistent with the provisions of the policy stated above, what work is necessary for completion of the course and when the work must be submitted. The Incomplete Grade Contract may serve to document this agreement, and should clearly indicate any remaining work and related deadlines.
- Incomplete notations change to an F grade at the end of the next semester, regardless of whether or not the student is enrolled at the University. In rare circumstances, the student may request the instructor's endorsement on an official extension of the Incomplete. Students may obtain the appropriate form, Request for Extension of Incomplete, from the Registrar's Office. It is the student's responsibility to request an extension from the faculty member, acquire the faculty member's and Dean's Office signatures on the form, and submit the completed form to the Registrar's Office.
- Please note that students with Incompletes are not eligible for the Dean's List. If an Incomplete is completed during the next academic term, and a student meets Dean's List criteria, then the student will be added to the Dean's List retroactively. No students are added to the Dean's List more than one semester after conclusion of the term.
- Academic standing for Harpur students is calculated within several days of the end of the semester. Letter grades converted to Incomplete grades once grades are submitted will not be applied to a semester GPA recalculation for purposes of academic standing, including academic probation, suspension or dismissal.
- Grades of Incomplete may affect a student's financial aid package. Students should speak with the Financial Aid Office regarding implications of requesting an Incomplete.
- Since the notation of an 'I' will be replaced by an F at the end of the next semester, if no other grade is submitted, it is important that faculty be available and responsive to students who have requirements to complete.

**Harpur College of Arts and Sciences
Incomplete Grade Contract**

This document or an equivalent is highly recommended when granting an Incomplete grade.

To be completed by student:

Student Name _____ Student B# _____
Instructor Name _____ Student Email _____
Course Title _____ Course Number/Section _____ Term _____

To be completed by instructor:

Each of the following must be true for the student to be eligible to receive an Incomplete:

The student has completed more than half of the course with passing grades (“D” or better) in the work submitted thus far

The student is unable to complete course requirements because of documented circumstances beyond his or her control

The student and instructor have discussed the Incomplete prior to the end of classes (except under emergency conditions)

The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed. In addition, instructors may list the understanding regarding additional supervision that the instructor will grant the student during completion of this work. For example, if a faculty member agrees to review a draft of a final paper, list this here. (It is expected that the instructor be available for some consultation with the student regarding assignments. If the instructor has particularly limited availability during the period allowed for the Incomplete, this should be noted in the section for additional comments.)

Work to be completed (e.g., projects, papers, exams, etc.):

Due dates:

The following semester grade, based on work submitted prior to the granting of the Incomplete, will be assigned if the work outstanding is not completed by above dates: _____. (Faculty must submit a change of grade form following this date; if no other grade is submitted, the Incomplete will become an F at the end of the term.)

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____

Additional notes, comments, or conditions: